

Message Text

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ORIGIN A-01

INFO OCT-01 AF-10 ARA-10 ISO-00 SS-15 USIE-00 NSCE-00
OC-06 OPR-02 CCO-00 SSO-00 CPR-01 USSS-00 SY-05
/051 R

DRAFTED BY A:JKEATHLEY/DOMOUNT:ERS
APPROVED BY A:JMTHOMAS
S/S:FWISNER
ARA/MGT:GKRIEGER
AF/EX:RSALAZAR
USIA:JTHURBER
WH:EWOODWARD
M:BHREAD
DESIRED DISTRIBUTION: A/OC
-----025532 090303Z /75/73

O 080045Z MAR 78
FM SECSTATE WASHDC
TO AMEMBASSY CARACAS IMMEDIATE
AMEMBASSY BRASILIA IMMEDIATE
AMCONSUL RIO DE JANEIRO IMMEDIATE
AMEMBASSY LAGOS IMMEDIATE
AMEMBASSY MONROVIA IMMEDIATE
INFO AMCONSUL KADUNA IMMEDIATE

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C O R R E C T E D C O P Y (D. SUB PARA 1, LINE 4 OMITTED,
J. SUB PARA 2, LINES 4-8 OMITTED)

E.O. 11652: N/A

TAGS: OVIP (CARTER, JIMMY)

SUBJECT: PRESIDENTIAL VISIT: ADMINISTRATIVE SUPPORT
ARRANGEMENTS FOR PRE-ADVANCE, ADVANCE AND ACTUAL VISIT
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1. THE FOLLOWING GUIDELINES ARE PROVIDED TO FACILITATE
ADMINISTRATIVE SUPPORT FOR PRE-ADVANCE, ADVANCE AND THE
ACTUAL VISIT. NOTE THAT GUIDELINES APPLY TO ALL PHASES
OF THE VISIT UNLESS SHOWN TO APPLY TO PRE-ADVANCE, ADVANCE
OR ACTUAL TRIP. THIS MESSAGE HAS BEEN CLEARED WITH USIA.
A SEPARATE USIA MESSAGE HAS ADDRESSED ADMINISTRATIVE SUPPORT
REQUIREMENTS FOR THE PRESS.

A. ALL US GOVERNMENT PERSONNEL AND AVAILABLE RESOURCES
ARE TO BE USED IN SUPPORT OF THE TRIP.

B. VEHICLES: EVERY EFFORT SHOULD BE MADE TO OBTAIN VEHICLES AND EQUIPMENT NEEDED TO ADEQUATELY SUPPORT VISIT FROM USG OR HOST GOVERNMENT SOURCES. RENTALS MUST BE KEPT TO A MINIMUM.

1. PRE-ADVANCE TEAM: BUSES SHOULD BE USED FOR PRE-ADVANCE PARTY TO AND FROM AIRPORT AND AS PRACTICAL, I.E. FOR SURVEYS OF EVENT SITES. RENTAL CHARGES FOR VEHICLES FOR COMMON USE OF PRE-ADVANCE PARTY WILL BE PAID BY POST AND CHARGED TO POST ALLOTMENT. VEHICLES FOR EXCLUSIVE USE OF OTHER AGENCIES (USSS, WHCA, USIS) WILL BE PAID BY POST AND CHARGED TO THAT AGENCY.

2. ADVANCE TEAMS AND ACTUAL VISIT: BUSES SHOULD BE USED TO MOVE SUPPORT PARTY TO AND FROM AIRPORT AND AS PRACTICAL DURING VISIT. RENTAL VEHICLES FOR USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO THAT AGENCY. OTHER RENTAL VEHICLES ARE TO BE PAID BY POST AND CHARGED TO POST ALLOTMENT.

C. HOTEL EXPENSES:
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1. PREADVANCE, ADVANCE TEAMS AND ACTUAL VISIT: POSTS SHOULD PAY HOTEL ROOM COSTS ON PURCHASE ORDER OR CONTRACT BASIS FOR WHITE HOUSE STAFF (INCLUDING WHITE HOUSE PRESS STAFF, BUT NOT PRESS), NSC STAFF, USSS, WHCA, STATE (INCLUDING TDY C&R PERSONNEL, SCO'S AND CEO'S), USIA, AIR FORCE ADVANCE OFFICERS (NOT AIR FORCE CREWS), AND OTHER U.S. MILITARY. THESE BASIC ROOM COSTS WILL BE CHARGED BACK TO THE AGENCY FUNDING THE TRAVEL. ROOM COSTS FOR WHITE HOUSE PRESS STAFF, INCLUDING WHITE HOUSE PRESS ADVANCE PERSONS, AND WHITE HOUSE TRANSPORTATION OFFICE STAFF SHOULD BE CHARGED TO USIS ALLOTMENT. USIS POSTS SHOULD ADVISE USIA WASHINGTON OF ACTUAL COSTS FOR LATER REIMBURSEMENT. FOR OTHERS, FISCAL DATA WILL BE PROVIDED BY THE STATE ADMINISTRATIVE COORDINATOR, WITH THE EXCEPTION OF WHCA, USSS AND U.S. MILITARY, WHICH WILL BE CHARGED TO ALLOTMENT 2034 PER ITEM D.1. BELOW.

2. MEMBERS OF PRE-ADVANCE PARTY AND THOSE MEMBERS OF ADVANCE AND ACTUAL VISIT FOR WHOM POSTS ARE PAYING BASIC ROOM COSTS PER ITEM C.1. ABOVE WILL BE TRAVELLING ON GOVERNMENT ORDERS AND RECEIVING 50 PERCENT PER DIEM. HOTELS SHOULD PREPARE SEPARATE BILLS FOR ALL PERSONAL EXPENSES (E.G. MEALS, ROOM SERVICE, LAUNDRY) WHICH WILL BE PAID BY INDIVIDUAL MEMBERS OF PARTY PRIOR TO DEPARTURE.

3. MEMBERS OF THE PRESS, AIR FORCE CREWS, AND CHARTER PLANE CREWS WILL HANDLE ALL HOTEL COSTS ON THEIR OWN.

4. NO FLOWERS, BEVERAGES, ETC. (INCLUDING COMPLIMENTARY)
ARE TO BE PROVIDED TO PARTY.

D. EXPENSES IN CONNECTION WITH THE TRIP:

1. HOTEL ACCOMMODATIONS, OFFICES, RENTAL OF VEHICLES AND
EQUIPMENT, SUPPLIES AND OTHER SERVICES FOR USSS AND WHCA
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ARE TO BE PAID BY POST AND CHARGED TO ALLOTMENT 2034.
BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, OFFICE OF
FINANCIAL SERVICES, ATTENTION REVENUE AND RECEIPTS UNIT,
UNDER COVER OF FS-477. CHARGES FOR HOTEL ACCOMMODATIONS
FOR U.S. MILITARY PERSONNEL, I.E. AIR FORCE ADVANCE, U.S.
MILITARY BAGGAGE HANDLERS, MILITARY MEDICAL PERSONNEL (NOT
AIR FORCE CREWS), SHOULD BE FORWARDED IN SAME WAY.
ADMINISTRATIVE OFFICER OR BUDGET AND FISCAL OFFICER
SHOULD REVIEW ALL QUESTIONS CONCERNING ANY OF THESE
CHARGES WITH STATE ADMINISTRATIVE COORDINATOR DURING
VISIT.

2. THE DEPARTMENT WILL PAY HOTEL AND BAGGAGE GRATUITIES
FOR MEMBERS OF OFFICIAL PARTIES (NOT FOR PRESS AND CREWS)
PROVIDED ALL REQUIREMENTS ARE CLEARED IN ADVANCE WITH
STATE ADMINISTRATIVE COORDINATOR TRAVELLING WITH PARTY.

3. NO INDIVIDUAL OTHER THAN THE STATE ADMINISTRATIVE
COORDINATOR ACCOMPANYING DURING THE PRE-ADVANCE AND ACTUAL
VISIT HAS ANY AUTHORITY TO CHARGE OR OBLIGATE STATE
DEPARTMENT FUNDS. HE MUST APPROVE ALL SUCH EXPENDITURES
IN ADVANCE.

4. POST IS RESPONSIBLE FOR FUNDING ALL OVERTIME (AMERICAN
AND LOCAL EMPLOYEES), PRINTING, SUPPLIES, ETC. INCIDENTAL
TO VISIT.

5. ARRANGEMENTS FOR USG EMPLOYEES TDY'D TO POST DURING
VISIT MUST HAVE THE APPROVAL OF THE REGIONAL BUREAU
EXECUTIVE DIRECTOR AND THE ASSISTANT SECRETARY FOR
ADMINISTRATION.

E. ACCOMMODATIONS AND BAGGAGE FOR PRE-ADVANCE:
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1. PLEASE PROVIDE COVERED OR CLOSED ONE AND ONE HALF TON
OR LARGER TRUCK WITH HANG-UP FACILITIES FOR LUGGAGE AND
SMALL AMOUNT OF CLASSIFIED. REQUEST AMERICAN OFFICER MEET

PLANE TO ASSIST WITH LUGGAGE.

2. ROOM NUMBERS REQUESTED FOR PRE-MARKING OF BAGGAGE. PLEASE MAKE PROPOSED ROOM ASSIGNMENTS AND ADVISE BY TELEGRAM. SINGLES ARE PREFERRED. EXCEPTING CARACAS, IF ASSIGNMENTS NOT AVAILABLE PRIOR TO DEPARTURE FROM WASHINGTON, PLEASE PROVIDE TO PARTY EN ROUTE AS EARLY AS POSSIBLE.

F. ACCOMMODATIONS AND BAGGAGE FOR ACTUAL TRIP:

1. ROOM ASSIGNMENTS WILL BE FINALIZED BY THE ADVANCE TEAM. PLEASE PROVIDE ROOM ASSIGNMENTS TO DEPARTMENT SLUGGED FOR

A" - JOHN THOMAS, AS EARLY AS POSSIBLE. BAGS WILL BE PRE-MARKED ON ARRIVAL.

2. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

3. FOR PRESIDENT AND MRS. CARTER'S LUGGAGE AND THAT OF OTHER STAFF STAYING WITH THEM, NEED ONE 3/4 TON VAN TYPE COVERED TRUCK, WITH HANG-UP BAR.

4. IF SECRETARY AND MRS. VANCE AND DR. BRZEZINSKI ARE AT SEPARATE LOCATIONS, NEED SEPARATE VEHICLE FOR THEIR LUGGAGE, AS WELL AS FOR SENIOR STAFF STAYING WITH THEM.

5. FOR CLASSIFIED, NEED ONE 3/4 TON VAN WITH MARINE ESCORT.

6. A ONE AND ONE-HALF TON TO TWO AND ONE-HALF TON LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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COVERED TRUCK WITH HANG-UP BAR REQUIRED IN ADDITION TO THE ABOVE FOR EACH AIRCRAFT.

7. PLEASE COORDINATE MOVEMENT PRESIDENT'S AND SECRETARY'S LUGGAGE WITH USSS AND STATE SECURITY RESPECTIVELY.

G. VISITORS CENTER, OFFICE, SUPPLIES FOR PRE-ADVANCE:

1. VISITOR/INFORMATION CENTER WILL BE REQUIRED AT HOTEL TO PROVIDE CURRENCY EXCHANGE, WRAPPING FACILITIES, SALE OF SUNDRIES, POSTAL SERVICES AND GENERAL INFORMATION. CENTER SHOULD BE MANNED FROM 0600 UNTIL MIDNIGHT.

2. WILL ALSO REQUIRE ONE OFFICE AT HOTEL WITH TWO DESKS, TWO ELECTRIC TYPEWRITERS, NORMAL OFFICE SUPPLIES, TO PROVIDE WORKING SPACE FOR PARTY. REQUEST ONE ADDITIONAL TYPEWRITER AND PORTABLE STAND BE AVAILABLE. OFFICE MUST

HAVE FACILITY FOR CLASSIFIED STORAGE AND MSG PROTECTION
ON 24-HOUR BASIS.

3. PLEASE IDENTIFY ONE AMERICAN SECRETARY TO BE ON
STANDBY IN CASE OF NEED.

H. OFFICES FOR ADVANCE PARTY:

1. FOR PLANNING PURPOSES, POSTS SHOULD EXPECT TO INITIALLY
PROVIDE OFFICE SPACE FOR WHITE HOUSE (WH) ADVANCE, WH PRESS
ADVANCE, WHCA, USSS, STATE ADMINISTRATIVE ADVANCE AND STATE
SECURITY ADVANCE. BASED ON INFORMATION AVAILABLE, ADVANCE
OFFICES WOULD BE IN HOTEL IN CARACAS, INITIALLY IN CHANCERY
IN BRASILIA, IN HOTEL IN LAGOS, INITIALLY IN CHANCERY IN

MONROVIA, NO INFO AVAILABLE ON BEST LOCATION IN RIO.
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STATE SECRETARIAT WILL PROVIDE GUIDANCE SEPTTEL FOR
SECRETARIAT ADVANCE ARRIVING A FEW DAYS PRIOR TO VISIT.

I. OFFICE REQUIREMENTS FOR ACTUAL VISIT. NOTE, ALL
OFFICE REQUIREMENTS WILL BE FINALIZED BY THE ADVANCE TEAM.

1. WHITE HOUSE STAFF OFFICE - OFFICE WITH FOUR DESKS, TWO
OF THESE SECRETARIAL, WITH TYPEWRITERS (PREFER IBM
SELECTRICS), OFFICE SUPPLIES AND LARGE COPYING MACHINE.

2. WHITE HOUSE PRESS OFFICE - SAME BASIC REQUIREMENT AS
STAFF OFFICE ABOVE.

3. NSC STAFF OFFICE - OFFICE WITH TWO DESKS, ONE
SECRETARIAL WITH TYPEWRITER (PREFER IBM SELECTRIC) AND
OFFICE SUPPLIES. THIS SHOULD BE LOCATED ADJACENT TO
STAFF SECRETARIAT OFFICE.

4. FOR SENIOR STATE STAFF, S STAFF AND STAFF SECRETARIAT
OFFICE REQUIREMENTS WILL BE SUBJECT OF SEPTTEL.

5. MARINE GUARD COVERAGE WILL BE NECESSARY FOR WHITE
HOUSE STAFF OFFICE, NSC OFFICE AND STATE SENIOR STAFF AND
SECRETARIAT OFFICES. DEPENDING ON LOCATION, IT MAY BE
POSSIBLE FOR ONE MSG POST TO COVER TWO OR MORE OFFICES.

6. EMBASSY VISITOR/INFORMATION CENTER TO PROVIDE CURRENCY
EXCHANGE, SALE OF SUNDRIES, WRAPPING FACILITIES, POSTAL
SERVICES, ENGLISH LANGUAGE NEWSPAPERS, DISPATCH OR CONTACT
WITH DISPATCHER OF VEHICLES, AND GENERAL INFORMATION.
CENTER SHOULD HAVE COPYING FACILITY AND BE OPERATED ON A
24-HOUR BASIS.

J. PASSPORT AND ENTRY FORMALITIES:

1. PRE-ADVANCE: PASSPORTS FOR PARTY WILL BE CARRIED BY
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STATE ADMINISTRATIVE COORDINATOR AND WILL BE AVAILABLE
UPON LANDING. CREW'S PASSPORTS WILL BE HANDLED BY MEMBER
OF CREW AND WILL ALSO BE AVAILABLE ON LANDING.

2. ACTUAL VISIT: PASSPORTS FOR ALL PERSONS ON CHARTER
PRESS AIRCRAFT WILL BE CARRIED BY A U.S. CUSTOMS OFFICIAL
TRAVELLING ON BOARD EACH PLANE. PASSPORTS FOR PARTY OF
TWO PRESIDENTIAL AIRCRAFT WILL BE CARRIED BY STATE
ADMINISTRATIVE COORDINATOR OR BY WHITE HOUSE PERSONNEL
HANDLING BAGGAGE. WHEN ENTRY FORMALITIES FOR AIR FORCE
ONE AND BACK-UP HANDLED BY EMBASSY PERSONNEL, PARTIES
PASSPORTS SHOULD BE RETURNED TO BAR LOCK SAFE IN VISITOR
CENTER, WHERE THEY WILL BE ACCESSIBLE TO STATE
ADMINISTRATIVE COORDINATOR AS NECESSARY.

K. VISAS: EVERY EFFORT WILL BE MADE TO OBTAIN VISAS
WHERE REQUIRED PRIOR TO DEPARTING WASHINGTON. HOWEVER,
LATE CHANGES MAY REQUIRE THAT WE ASK POST ASSISTANCE IN
OBTAINING AIRPORT ENTRY VISAS AND/OR ASSISTANCE IN
OBTAINING VISAS FOR LATER STOPS. VANCE

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INFO RUEHCR/USINT HAVANA IMMEDIATE 0000

AMEMBASSY BONN IMMEDIATE

AMEMBASSY TEHRAN IMMEDIATE

AMEMBASSY NAIROBI IMMEDIATE

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FOL RPT STATE 058576 ACTION CARACAS BRASILIA RIO DE JANEIRO
LAGOS MONROVIA INFO KADUNA 8 MAR 78 QUOTE

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E.O. 11652: N/A

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C. HOTEL EXPENSES:

1. PREADVANCE, ADVANCE TEAMS AND ACTUAL VISIT: POSTS
SHOULD PAY HOTEL ROOM COSTS ON PURCHASE ORDER OR CONTRACT
BASIS FOR WHITE HOUSE STAFF (INCLUDING WHITE HOUSE PRESS
STAFF, BUT NOT PRESS), NSC STAFF, USSS, WHCA, STATE
(INCLUDING TDY C&R PERSONNEL, SCO'S AND CEO'S), USIA,
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CHARGED BACK TO THE AGENCY FUNDING THE TRAVEL. ROOM COSTS FOR WHITE HOUSE PRESS STAFF, INCLUDING WHITE HOUSE PRESS ADVANCE PERSONS, AND WHITE HOUSE TRANSPORTATION OFFICE STAFF SHOULD BE CHARGED TO USIS ALLOTMENT. USIS POSTS SHOULD ADVISE USIA WASHINGTON OF ACTUAL COSTS FOR LATER REIMBURSEMENT. FOR OTHERS, FISCAL DATA WILL BE PROVIDED BY THE STATE ADMINISTRATIVE COORDINATOR, WITH THE EXCEPTION OF WHCA, USSS AND U.S. MILITARY, WHICH WILL BE CHARGED TO ALLOTMENT 2034 PER ITEM D.1. BELOW.

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3. MEMBERS OF THE PRESS, AIR FORCE CREWS, AND CHARTER PLANE CREWS WILL HANDLE ALL HOTEL COSTS ON THEIR OWN.

4. NO FLOWERS, BEVERAGES, ETC. (INCLUDING COMPLIMENTARY) ARE TO BE PROVIDED TO PARTY.

D. EXPENSES IN CONNECTION WITH THE TRIP:

1. HOTEL ACCOMMODATIONS, OFFICES, RENTAL OF VEHICLES AND EQUIPMENT, SUPPLIES AND OTHER SERVICES FOR USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO ALLOTMENT 2034. BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, OFFICE OF FINANCIAL SERVICES, ATTENTION REVENUE AND RECEIPTS UNIT, UNDER COVER OF FS-477. CHARGES FOR HOTEL ACCOMMODATIONS FOR U.S. MILITARY PERSONNEL, I.E. AIR FORCE ADVANCE, U.S. MILITARY BAGGAGE HANDLERS, MILITARY MEDICAL PERSONNEL (NOT AIR FORCE CREWS), SHOULD BE FORWARDED IN SAME WAY. ADMINISTRATIVE OFFICER OR BUDGET AND FISCAL OFFICER

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SHOULD REVIEW ALL QUESTIONS CONCERNING ANY OF THESE CHARGES WITH STATE ADMINISTRATIVE COORDINATOR DURING VISIT.

2. THE DEPARTMENT WILL PAY HOTEL AND BAGGAGE GRATUITIES FOR MEMBERS OF OFFICIAL PARTIES (NOT FOR PRESS AND CREWS) PROVIDED ALL REQUIREMENTS ARE CLEARED IN ADVANCE WITH STATE ADMINISTRATIVE COORDINATOR TRAVELLING WITH PARTY.

3. NO INDIVIDUAL OTHER THAN THE STATE ADMINISTRATIVE COORDINATOR ACCOMPANYING DURING THE PRE-ADVANCE AND ACTUAL VISIT HAS ANY AUTHORITY TO CHARGE OR OBLIGATE STATE DEPARTMENT FUNDS. HE MUST APPROVE ALL SUCH EXPENDITURES IN ADVANCE.

4. POST IS RESPONSIBLE FOR FUNDING ALL OVERTIME (AMERICAN AND LOCAL EMPLOYEES), PRINTING, SUPPLIES, ETC. INCIDENTAL TO VISIT.

5. ARRANGEMENTS FOR USG EMPLOYEES TDY'D TO POST DURING VISIT MUST HAVE THE APPROVAL OF THE REGIONAL BUREAU EXECUTIVE DIRECTOR AND THE ASSISTANT SECRETARY FOR ADMINISTRATION.

E. ACCOMMODATIONS AND BAGGAGE FOR PRE-ADVANCE:

1. PLEASE PROVIDE COVERED OR CLOSED ONE AND ONE HALF TON OR LARGER TRUCK WITH HANG-UP FACILITIES FOR LUGGAGE AND SMALL AMOUNT OF CLASSIFIED. REQUEST AMERICAN OFFICER MEET PLANE TO ASSIST WITH LUGGAGE.

2. ROOM NUMBERS REQUESTED FOR PRE-MARKING OF BAGGAGE. PLEASE MAKE PROPOSED ROOM ASSIGNMENTS AND ADVISE BY LIMITED OFFICIAL USE
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TELEGRAM. SINGLES ARE PREFERRED. EXCEPTING CARACAS, IF ASSIGNMENTS NOT AVAILABLE PRIOR TO DEPARTURE FROM WASHINGTON, PLEASE PROVIDE TO PARTY EN ROUTE AS EARLY AS POSSIBLE.

F. ACCOMMODATIONS AND BAGGAGE FOR ACTUAL TRIP:

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A" - JOHN THOMAS, AS EARLY AS POSSIBLE. BAGS WILL BE PRE-MARKED ON ARRIVAL.

2. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

3. FOR PRESIDENT AND MRS. CARTER'S LUGGAGE AND THAT OF OTHER STAFF STAYING WITH THEM, NEED ONE 3/4 TON VAN TYPE COVERED TRUCK, WITH HANG-UP BAR.

4. IF SECRETARY AND MRS. VANCE AND DR. BRZEZINSKI ARE AT SEPARATE LOCATIONS, NEED SEPARATE VEHICLE FOR THEIR LUGGAGE, AS WELL AS FOR SENIOR STAFF STAYING WITH THEM.

5. FOR CLASSIFIED, NEED ONE 3/4 TON VAN WITH MARINE

ESCORT.

6. A ONE AND ONE-HALF TON TO TWO AND ONE-HALF TON COVERED TRUCK WITH HANG-UP BAR REQUIRED IN ADDITION TO THE ABOVE FOR EACH AIRCRAFT.

7. PLEASE COORDINATE MOVEMENT PRESIDENT'S AND SECRETARY'S LUGGAGE WITH USSS AND STATE SECURITY RESPECTIVELY.

G. VISITORS CENTER, OFFICE, SUPPLIES FOR PRE-ADVANCE:

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1. VISITOR/INFORMATION CENTER WILL BE REQUIRED AT HOTEL TO PROVIDE CURRENCY EXCHANGE, WRAPPING FACILITIES, SALE OF SUNDRIES, POSTAL SERVICES AND GENERAL INFORMATION. CENTER SHOULD BE MANNED FROM 0600 UNTIL MIDNIGHT.

2. WILL ALSO REQUIRE ONE OFFICE AT HOTEL WITH TWO DESKS, TWO ELECTRIC TYPEWRITERS, NORMAL OFFICE SUPPLIES, TO PROVIDE WORKING SPACE FOR PARTY. REQUEST ONE ADDITIONAL TYPEWRITER AND PORTABLE STAND BE AVAILABLE. OFFICE MUST HAVE FACILITY FOR CLASSIFIED STORAGE AND MSG PROTECTION ON 24-HOUR BASIS.

3. PLEASE IDENTIFY ONE AMERICAN SECRETARY TO BE ON STANDBY IN CASE OF NEED.

H. OFFICES FOR ADVANCE PARTY:

1. FOR PLANNING PURPOSES, POSTS SHOULD EXPECT TO INITIALLY PROVIDE OFFICE SPACE FOR WHITE HOUSE (WH) ADVANCE, WH PRESS ADVANCE, WHCA, USSS, STATE ADMINISTRATIVE ADVANCE AND STATE SECURITY ADVANCE. BASED ON INFORMATION AVAILABLE, ADVANCE OFFICES WOULD BE IN HOTEL IN CARACAS, INITIALLY IN CHANCERY IN BRASILIA, IN HOTEL IN LAGOS, INITIALLY IN CHANCERY IN

MONROVIA, NO INFO AVAILABLE ON BEST LOCATION IN RIO. STATE SECRETARIAT WILL PROVIDE GUIDANCE SEPTEL FOR SECRETARIAT ADVANCE ARRIVING A FEW DAYS PRIOR TO VISIT.

I. OFFICE REQUIREMENTS FOR ACTUAL VISIT. NOTE, ALL OFFICE REQUIREMENTS WILL BE FINALIZED BY THE ADVANCE TEAM.

1. WHITE HOUSE STAFF OFFICE - OFFICE WITH FOUR DESKS, TWO OF THESE SECRETARIAL, WITH TYPEWRITERS (PREFER IBM
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SELECTRICS), OFFICE SUPPLIES AND LARGE COPYING MACHINE.

2. WHITE HOUSE PRESS OFFICE - SAME BASIC REQUIREMENT AS STAFF OFFICE ABOVE.

3. NSC STAFF OFFICE - OFFICE WITH TWO DESKS, ONE SECRETARIAL WITH TYPEWRITER (PREFER IBM SELECTRIC) AND OFFICE SUPPLIES. THIS SHOULD BE LOCATED ADJACENT TO STAFF SECRETARIAT OFFICE.

4. FOR SENIOR STATE STAFF, S STAFF AND STAFF SECRETARIAT OFFICE REQUIREMENTS WILL BE SUBJECT OF SEPTTEL.

5. MARINE GUARD COVERAGE WILL BE NECESSARY FOR WHITE HOUSE STAFF OFFICE, NSC OFFICE AND STATE SENIOR STAFF AND SECRETARIAT OFFICES. DEPENDING ON LOCATION, IT MAY BE POSSIBLE FOR ONE MSG POST TO COVER TWO OR MORE OFFICES.

6. EMBASSY VISITOR/INFORMATION CENTER TO PROVIDE CURRENCY EXCHANGE, SALE OF SUNDRIES, WRAPPING FACILITIES, POSTAL SERVICES, ENGLISH LANGUAGE NEWSPAPERS, DISPATCH OR CONTACT WITH DISPATCHER OF VEHICLES, AND GENERAL INFORMATION. CENTER SHOULD HAVE COPYING FACILITY AND BE OPERATED ON
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Message Attributes

Automatic Decaptioning: X
Capture Date: 26 sep 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 08 mar 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 20 Mar 2014
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978STATE058576
Document Source: ADS
Document Unique ID: 00
Drafter: A:JKEATHLEY/DOMOUNT:ERS
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Expiration:
Film Number: D780145-0731, D780103-0581
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t197803126/baaafcal.tel
Line Count: 563
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Message ID: c7685ebb-c288-dd11-92da-001cc4696bcc
Office: ORIGIN A
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 11
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 28 apr 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3165869
Secure: OPEN
Status: NATIVE
Subject: PRESIDENTIAL VISIT: ADMINISTRATIVE SUPPORT ARRANGEMENTS FOR PRE-ADVANCE, ADVANCE AND ACTUAL VISIT
LIMITED OFFICIAL USE LIMITED OFFICIAL USE
TAGS: OVIP, (CARTER, JIMMY)
To: CARACAS BRASILIA MULTIPLE
Type: TE
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Review Markings:
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20 Mar 2014
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